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|  | | **SURAT PERMOHONAN IZIN MENJALANI CUTI KHUSUS** | | | | | | | | | | | | | | | |
|  | Kepada Yth | | | | | | | |  | | | | | | | | |
|  | Rektor | | | | | | | | | | | | | | | | |
|  | Universitas Muhammadiyah Gresik | | | | | | | |  | | | | | | | | |
|  | di tempat | | | | | | | |  | | | | | | | | |
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|  | Yang bertanda tangan di bawah ini, saya : | | | | | | | | | | | | | | | | |
|  | N a m a | | | | : | | |  | | | | | N I P : |  | | |  |
|  | Jabatan | | | | : | | |  | | | | | | | | |  |
|  | Unit Kerja | | | | : | | |  | | | | | | | | |  |
|  | Alamat | | | | : | | | ....................................................................................... | | | | | | | | |  |
| + | Mengajukan permohonan ijin menjalani Cuti Khusus :  Menjalankan Ibadah Haji/Umroh | | | | | | | | | | | | | |  |  |  |
|  | Selama: | | |  | | | | | Hari | | | | | |  | |  |
|  | Terhitung mulai tanggal : | | |  | | | | | | s/d | | | | |  | |  |
|  | Adapun alas an menjalani cuti khusus adalah sebagai berikut : | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |  |
|  | Atas terkabulnya permohonan ini, saya sampaikan terima kasih. | | | | | | | | | | | | | | | | |
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|  | Menyetujui,  Atasan Langsung | | | | | |  | | | | | Gresik,..............................  Pemohon | | | | |  |
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|  | NIP. | | | | |  | | | | | | NIP. | | | | |  |
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|  | | | Lembar 1: Atasan Lansung Ybs | | | | | | | |  | | | | | | |
|  | | | Lembar 2: Ka. BSDM c.q. Ka. Bag. Personalia | | | | | | | |  | | | | | | |
|  | | | Lembar 3: Karyawan Yang bersangkutan | | | | | | | |  | | | | | | |